

**BOARD OF SELECTMEN MINUTES  
MAY 23, 2011**

Chairman James O'Mara called the meeting to order at 6:35 p.m. Selectmen present: George Infanti, Thomas Grella, Bruce Bowler and Dwight Brew. Also present: Town Administrator Gary MacGuire and Executive Assistant Sharon Frydlo.

**Pledge of Allegiance**

Mr. O'Mara asked Mr. Brew to lead everyone in the Pledge of Allegiance.

**Citizens' Forum  
Presentation of SRO Citizens' Petition**

Twila McInnis presented the Board with a petition signed by 400 residents relative to Officer Knox remaining in his position as the School Resource Officer at the Middle School and read the petition. She noted that she had received an email from Porter Dodge and that after speaking to Police Chief Lyon, Officer Knox will remain in this position.

Karen Tuthill asked how long will he be staying and next year would they be going through the same thing for Officer Smith. They want some assurance on how this will be handled in the future. Mr. O'Mara indicated that the SRO's position was handled by the Police Chief, along with the Town Administrator and the Union. He briefly read the agreement between then Superintendent Michael Annanis and Police Chief MacGuire. With the absence of a renewal clause, maybe in future agreements they will have a renewal date. Mrs. Tuthill mentioned that from what they understood, Officer Knox had been given his "marching orders" already. They were dealing with children who had formed a relationship with Officer Knox and someone they could go to, rather than arbitrarily moving someone into that position. She suggested that if they were going to do this next year, perhaps they should have someone shadowing him. This was bad timing for what they had gone through the last two years and putting Officer Knox in this position was very good.

Mr. O'Mara remarked that while they value and respect her input, the Police Chief needs to manage his personnel as deemed necessary for the Department and the community. He noted that both of the incumbents doing this job were new at the time and had a learning curve. It might even be good to have a backup in an event that prevents these two people from doing their job.

Mrs. McInnis indicated that from what she understood, there will be more collaboration with the School Boards. Mr. O'Mara thanked them both for coming in.

**Administrative Business  
Approval of Minutes for May 9, 2011**

*Mr. Brew moved to approve the minutes of May 9, 2011, second by Mr. Bowler. Vote: Unanimous.*

**Approval of Payroll Register**

*Mr. Bowler moved to approve the Payroll Manifest dated May 19, 2011 for the pay period ending on May 14, 2011 in the amount of \$164,328.65, second by Mr. Grella. Vote: Unanimous.*

**Approval of Accounts Payable Register**

*Mr. Bowler moved to approve the Accounts Payable Manifest dated from May 16, 2011 to May 23, 2011 in the amount of \$111,227.01, second by Mr. Grella. Vote: Unanimous.*

**Town Administrator Report**  
**Compile the List of Selectmen's Goals for FY12**

Mr. O'Mara thought was to find common goals that were on more than one list, make a list of four they can define as priorities and to make sure they were achievable. One area that had come up on more than one Selectman's list was performance reviews.

Mr. Bowler believed this should be done and done on an annual basis to find out how their employees were doing and find out what their weaknesses were, in order for the Department Heads and/or Supervisor get the best performance from them. Mr. Grella mentioned they had talked about this for a number of years and thought the reviews should be under the direction of the Town Administrator. Mr. MacGuire added that for clarification, each Department Head would rate their people and the Town Administrator would rate the Department Heads.

Mr. Brew commented that after hearing the discussion on the SRO, annual reviews were very common and most of them were used to this. It was only fair to the employee to provide feedback. They may design areas of development and steps to take on additional responsibilities. He thought the employees and citizens should review evaluations as a positive step. Mr. Bowler believed the Selectmen should review the top management of the Department Heads. Mr. O'Mara asked if there was a section in the Personnel Policy regarding this and he didn't want to see the Department Heads bogged down on July 1. Mr. MacGuire advised that typically at the Police Department it was done on the anniversary date of hire. There was nothing to prevent this from happening by the rest of the Departments and there was also the six months probation evaluation.

Mr. O'Mara asked if Gary could come up with a paragraph for the Personnel Policy that all employees should have an evaluation on their anniversary date. He indicated he had some management evaluation documentation, as well as lower level evaluations to share with him and the Department Heads. Mr. MacGuire advised they had developed a managerial evaluation forms for the Department Heads and most of the format they established was tied to goal setting and goal attainment. He thought they were in good shape and the weak link had been at the lower level.

Mr. Bowler remarked that if they used the anniversary date, there would be a potential for some raises down the line that could be pushed out, rather than the flat raises all the time. Mr. MacGuire felt the pay issue would only be a one time thing and could be tied into July 1 based on a successful completion of evaluation, adopted as they go forward and tied into merit pay. He indicated he would look into language. Mr. O'Mara asked if he could get them this information by the next meeting and review it with them.

Mr. O'Mara asked if any Selectman wanted to articulate their particular goal as being number one. Mr. Brew indicated he had two – Multi-year budgeting and communications. Mr. O'Mara noted that George had touched upon budgeting. Mr. Brew mentioned that the new web site was a huge step in them being able to communicate with citizens and would like to build on this. He suggested that the site have a blog about the roadwork and what changes people might see from day to day. The more people understand what is going on, the more accepting they are rather than guessing and will understand the Town's logic behind it. They should focus on the Board's and Department Head's efforts and get the information out there that they didn't have the ability to do before.

Mr. O'Mara indicated that when he hears the word "blog", he immediately thinks about responding to questions. Mr. Brew commented that when he says "blog" he thinks about putting something out in a timely manner. Mr. MacGuire spoke on the subject and indicated they paid a fee to get up to where they are. The enhancement they have is limited until July 1. Also their IT person lent support to it, in addition to the straight fee they pay each year. What they were trying to do now, was to keep the information updated for the Town News and keep as current as they could. He continually updates comments, but it was not in a format that Dwight was talking about. It was a work in progress and they were trying to stay

current. Mr. Brew didn't see that they needed to spend recurring money on it. He would like to see their employees and Boards do updates on a regular basis. Bruce Berry came in and gave an update on their roads and he would like to go back and look it over. They produce a lot of good work that people find useful, without adding additional cost.

In response to Mr. O'Mara's question, Mr. MacGuire noted they have the ability for everybody to update the web site. All the Department Heads have this ability and they will extend this further. He explained it was a learning curve for him and will be the same for them. Mr. Brew suggested putting together a group of volunteers to come up with a vision and developing a plan of requirements for the web site and ask the Selectmen to buy into it. It may take two months or one year or longer. He suggested they figure where they need to be and come up with a plan. Mr. O'Mara asked if he would be willing to work on the website itself and ask people to be part of this committee. Mr. Brew replied "absolutely".

Mr. MacGuire added that he and Dwight spoke about philosophical issues dating back to when Richard was doing the web site and he had the same issues. Some of this will need Board approval, because it is a Town web site and there was a need for control.

Relative to the budget, Mr. Infanti felt they need not "spin their wheels", as much as they did last year. They needed to start with a base of what they have to spend and add on top of this. He indicated he didn't know which one of his goals he would choose as a priority. They need impact fees and not take 15 minutes to get to Bedford, as a new developer is proposing with the development being in that town, but the access roads were in Amherst. He noted school enrollments were down and impact fees would be more for the Town. He spoke about the CIP that needed to be updated. Economic development might not have to be a Selectmen's goal this year – he sat on one in Milford and they were quite active. It has been mentioned that 101A is terrible because of the numerous signal lights. He spoke about F.W. Webb and he believed there were more firms like this out there. He also felt they should be better prepared on Route 101 than they were on Route 101A. While this may not be a Selectmen's goal, it was something he would like to work on himself, for the next eighteen months ahead of them.

Mr. O'Mara went back to the budget and mentioned that one of the best methods he has seen was the development of a budget manual to be used in concert with Gary's instructions for all the Department Heads on what to do in building their budgets. For example, in making sure they were all using the same Social Security percentage and what the budget should include. He would be willing to work with the Town Administrator in coming up with this and it didn't have to be overbearing. They will have this well before the FY13 budget process so that it could be distributed for that process.

Mr. Bowler noted that three out of his six goals had been chosen. Mr. O'Mara mentioned that the Wage & Benefits Study was well underway. Relative to the Impact Fees, Mr. MacGuire explained they were waiting for one last part. The intent, in dealing with their Consultant, was to arrange a meeting with himself, George and Charlie Tiedemann, Planning & Zoning Director. They can take one more look and then hold a public hearing on it. He was looking to hearing from him this week, have a sub-committee review and then get it to the Planning Board and Selectmen. Relative to the Wage & Salary Survey, he had been in Concord last Thursday. They have a proposed wage scale and a spreadsheet was emailed him last Friday. After a little more input, he will bring it to the Board to digest. They will also have job descriptions. For the Board's review, they will be looking for a grade system and a range. The Board can determine if they want steps included within those grades and whether or not they want a merit wage system. This hopefully will be in their hands within a few weeks.

Mr. Grella mentioned that as Liaison to Public Works, they had a committee reviewing the possibility of whether they should building a new garage. Part of the garage would have a wash bay for the Town plows and trucks. After each storm, it would be nice to have one as to not harm the environment. There would also be a lift to allow the mechanic to work on the vehicles. He felt they should continue with the roads. Bruce was planning ahead and things won't take place until next year. This was his addition of goals that have already been talked about. Mr. O'Mara advised they had been challenged by Ways &

Means to respect Public Works. While he had been at the barn on Saturday, he asked if they had enough land out there to support a structure even if was modest. Mr. Grella indicated they would start out with a whole new building, tear down what was out there and have an exploratory committee. There was another thought of having a sub-station in the south section of the Town. He told Mr. O'Mara that the committee consisted of the entire Road Commission and two other citizens.

Mr. O'Mara summarized the goals - that the employee evaluation information be available for the next meeting. Communications, specifically the web site, Dwight has agreed to work with the Town Administrator and a committee to develop a plan of requirements for it. He personally committed to help with a budget manual to pass onto the Department Heads ready for the FY13 budget process. The Wage & Salary Study should be in their hands within a few weeks. George will follow up on impact fees and Tom will work with a committee to come up with a DPW structure to protect their assets.

## **Discussion Items**

### **Addie Hutchison – Recreation Commission Interview**

Mrs. Hutchison apologized for missing the last meeting. She would like to continue because they were in mid stream and the Commission was like a boat without a paddle. They have a community that wants recreational things, such as trails, etc. that they heard through the Recreation Master Plan and they need to find a way to do it. She spoke about the new WMCA building in Nashua that cost \$10 million and has a great deal of components. She would like to continue looking at ways to fill a void that exists in Town and narrow a gap between the Board and people in Town. These were things people want and how did the Selectmen propose they get them. She would like to find some land to replace Cemetery Fields, as well as continue to provide recreation activities for children over 16 years of age.

Mr. Infanti agreed with her 100%. Mrs. Hutchison indicated she didn't know what they were going to do. There was not a lot of money out there and they should work together to get these things. It would be nice to see this leadership from the Selectmen and it would be helpful. Mr. Brew asked if she thought that some of this is because they are too broad in scope and they needed to figure out what steps they need to take in terms of recreation. Mrs. Hutchison said "yes" and they had to be mindful of what they were putting out verbally. She spoke about a turf field, which was just an idea and people got angry with it. Their first priority was to replace the fields they were losing. The Board thanked her for meeting with them.

### **Mike Heaney – Recreation Commission Interview**

Mr. Heaney did not appear for his scheduled interview.

### **George Coddington – Littering Campaign**

Mr. Coddington gave a quick summary from the minutes of their March 28 meeting where they talked about a Town slogan "Green & Appealing". He wondered if the Board had moved forward on some of the ideas and at the end of the meeting came up with a modest budget. He asked if the Board was ready to approve the sign sample. He was looking to move ahead on the process, where it stood and was there anything he could do to assist them in any way.

Mr. MacGuire advised he would defer to Director Berry, but knew there were estimates of about \$180.00 per sign purchased and installed. He had not seen the estimate on the custom sign. Mr. Berry commented that he had nothing on it yet. Mr. MacGuire told Mr. Coddington that the sign was in the process of production, but they had not given the go ahead to construct signs based on a design. Mr. Coddington asked if they will have some idea by the next meeting. Mr. MacGuire noted that if they use the \$180.00 installed cost, times the number of signs, they were looking at approximately \$3,000.00. The first thing they should decide on is how and where they will get the \$3,000.00, because they do not have those funds

in the budget. The last time they were roughly talking about the numbers, however, they were now a bit more real.

***A motion was made to have the Town Administrator do a working budget transfer for \$3,500.00 from Contingency, second by Mr. Bowler.*** Discussion: Mr. Infanti wondered if the money was available since they were so close to the end of the year or did they want to wait until the end of June. Mr. MacGuire remarked that everybody knew how careful he was. Mr. Bowler added that at the last meeting it was noted that the revenues were projected as being down, but he hated to keep delaying this. What they were talking about did it have the Town seal. Mr. MacGuire advised that the custom sign had the seal. By the next meeting, June 13, they could find out where they stand and start now and could pull it back if they need to. Mr. O'Mara summarized that the motion was to have a working budget transfer to be present at the next meeting and everything would be based on the fiscal picture. He asked if they wanted to do it at the end of June. Mr. MacGuire indicated he was always nervous at the end of the fiscal year, especially when the revenues were not great. Mr. O'Mara added to the motion ***to transfer the funds into the DPW line.*** If they couldn't do it in this fiscal year, they would do it the first thing in the next fiscal year. ***Vote: Unanimous.***

Mr. O'Mara asked Mr. Coddington to share with them the progress he was making at Souhegan. Mr. Coddington advised it was all done by Maggie Paul and they had a nice Earth Day that happened by itself. He hoped this moved forward. Sharon was asked to put Mr. Coddington on the Board's June 13 agenda.

### **Heritage Commission Watering Trough Project**

Bill Veillette, Treasurer of the Historical Society and member of the Heritage Commission along with Janice McDermott, President of the Historical Society met with the Board.

Mr. Veillette told the Board that the Heritage Commission developed several projects for the 250<sup>th</sup> Anniversary and one was working with the Historical Society in restoring the watering trough in front of Town Hall. They picked this project because it was donated to the Town in 1910 for the Town's 150<sup>th</sup> Anniversary 100 years ago. In the past, it was exposed in the middle of the road. It has been subject to being hit by plows over the 100 years. Now it will be the Town's to address because it is protected by lawn. The street has been built up over the years over one foot. The repairs have been done with the wrong mortar and the entire trough is cracked where they try to patch it. The solution was to disassemble it and pour a footing below grade and then rebuild it to its historic height. At the end of the day, they will have it looking like it was at the 150<sup>th</sup> Anniversary to the 250<sup>th</sup> Anniversary. They will then do a photo op with a horse from Sue Clark and then the Garden Club will plant their flowers.

Mr. Veillette told the Board they had raised all the money and have a budget. Most of the money was through house tours, along with five donations of \$500.00 and one for \$250.00. There were two small things needed, the Mason needs to have water and electricity and could the Board arrange to have one or the other to help them out with this. From the Town's standpoint, one issue was whether the Town wanted to seed the area after this was done, but he indicated they would be happy to seed it. The other was that the Mason was looking to where he could put the fill. Mr. Bowler suggested at DPW in the back. The other thing Mr. Veillette indicated, was that he might not get to this until after July 4<sup>th</sup>. He was also looking to put up some type of tent over where he was working. If the Board didn't mind seeing a tent out there for approximately two weeks, the Mason would appreciate it if this was allowed. Mr. Infanti thought if the Historical Society blessed it, he thought it would be okay.

Mr. Veillette also indicated he also coordinated with Tom on the underground irrigation. Mr. Brew thought this was a very thorough explanation. Mr. Infanti remarked it was a great asset to do this after 100 years and he acknowledged the Committee that raised the funding. Mr. Bowler thanked them as well for raising the funds. He noted they probably could supply the water from Town Hall. If there wasn't enough hose to water it, they might think about putting a sprinkler head inside the trough so that the Garden Club didn't have to pull a hose to water the flowers every day.

Mr. Veillette commented that the Mason had done a lot of chimneys in Town and was the most meticulous one he has every seen. Mr. O'Mara thanked them very much. He indicated that it was his understanding that the curing process may take some time, so that they may not want to plant anything in the trough for awhile. Mrs. McDermott thanked the Board for their support and noted that Bill championed all of this and the homeowners opened their homes for this specific project.

### Fuel Bids

Mr. MacGuire invited Director Berry to the table. Mr. Berry told the Board it was recommended several years ago that his bidding for fuel in the spring was a more appropriate time, rather than waiting further into the season. They put out four fuel bids – home heating oil, propane, gasoline and diesel. The pricing included Journal of Commerce (JOC); variable pricing – pricing posted the day the product was picked up in Boston or Portsmouth; markup – the cost of trucking the over and above the JOC pricing. He noted that the price for propane was very good and didn't even come close to what the others offered and recommended a fixed price.

Mr. O'Mara suggested they take a vote one at a time on the home heating oil and to award the bid to Rymes Oil, variable pricing JOC Boston + \$0.27 as recommended, **Mr. Brew so moved, second by Mr. Grella. Vote: Unanimous.**

Mr. O'Mara read the recommendation to award propane to Bot-L-Gas with fixed pricing at \$2.18 per gallon, **Mr. Brew so moved, second by Mr. Grella. Vote: Unanimous.** As the minutes of the bid opening indicated that the pricing was \$2.19 per gallon, Mr. O'Mara asked for a reconsideration of the vote. **Mr. Infanti so moved, second by Mr. Brew. Vote: Unanimous.** Mr. O'Mara corrected the recommendation to award Bot-L-Gas with pricing at \$2.19 per gallon fixed. **Mr. Brew so moved, second by Mr. Infanti. Vote: Unanimous.**

Mr. O'Mara read the recommendation to award gasoline to Dennis K. Burke with variable pricing at JOC + \$0.045, **Mr. Bowler so moved, second by Mr. Brew. Vote: Unanimous.**

Mr. O'Mara read the recommendation to award diesel to Dennis K. Burke with variable pricing at JOC + \$0.045, **Mr. Bowler so moved, second by Mr. Grella. Vote: Unanimous.**

### Action Items Bonding Determination

Mr. O'Mara advised they were provided with payment schedules for a ten year plan and a 15 year plan for both the bridge bond and road bond. Mr. MacGuire remarked that the interest rate between the two was a very miniscule difference between 2.95% for the ten year note and 3.15% for the 15 year note. Also provided was an Outstanding Bond Listing that will give them an idea of the maturity of their existing bonds and he left this for the Board's discussion.

Mr. O'Mara summarized that the Road Bond principal for ten years was \$200,000.00 each year with interest beginning at \$59,000.00 and it went down slightly every year ending at \$5,900.00. The total principal and interest after ten years was \$2,324,500.00. For fifteen years, the first year principal payment was \$133,333.33 and interest at \$63,000.00. Over the life of the \$2,000,000.00 bond, the total interest was \$504,000.00 for a total of \$2,504,000.00.

Mr. O'Mara summarized that the Bridge Bond principal for ten years was \$210,026.00 each year with interest beginning at \$61,957.68 also decreasing every year and ending at \$6,195.76. The total principal and interest after ten years was \$2,441,027.18. For fifteen years, the first year's principal payment was \$140,017.33 with interest of \$66,158.20. Over the life of the \$2,100,260.00 bond, the total interest was \$529,265.54 for a total of \$2,629,525.54.

Mr. Infanti noted that there was an approximate \$180,000.00 more in interest between the ten years and fifteen years payment schedule. To him, this was not much of difference in the interest. Mr. Brew indicated that it was one thing if they were building a new building or a school. They were catching up on the roads and in looking at a fifteen year bond they would still be paying for it in 2026 for something they were doing this year. He was leaning for the ten years to get it done. Mr. Bowler indicated he was too, especially on the roads. While it helps on the tax rate for the fifteen years, he felt the fifteen year bond for the bridges was the way to go and was in favor of ten years on the road bond. Mr. Grella thought the same. By the time the road work ends, they would have to start all over.

***Mr. Bowler moved for a ten year payment schedule for the two million dollar road bond at 2.95% for FY2012, second by Mr. Grella. Vote: Unanimous.***

Mr. O'Mara noted that the ten year bridge bond interest rate was 2.95% and fifteen years was 3.15%. They have had some discussion on which direction the Board is going in. Mr. Bowler indicated that the \$2.1 million was for three bridges, with the possibility that the New Boston Road bridge may not need reconstruction and they may have the potential of the bond going down. Mr. MacGuire added it could come down by almost one third. On Thursday, they will select a company and it may be sometime before they have real numbers. He told Mr. Bowler that they will draw down the bond as needed.

The Board discussed at length the ten or fifteen year bond schedule and which way to go. Mr. MacGuire explained that the bank would like them to make a commitment because they had to get their commitments lined up. Mr. Bowler, Mr. Brew and Mr. Infanti suggested they go with a ten year bond. Mr. O'Mara noted that they were creating a budget situation approximately 2.5% higher from the start this year. Mr. Bowler indicated that if they did both at ten years, they would be pushing it up about 5%. The Board also discussed the 80% reimbursement from the State and that it may be ten years out before they see anything. ***Mr. Bowler moved to do the bridge bond for fifteen years at 3.15%, second by Mr. Infanti. Vote: Unanimous.***

Mr. O'Mara read the Outstanding Bond Listing into the record. The list included a description of the bond, the original amount, the interest rate, the length and the maturity date as follows: Joppa Hill \$400,000.00 4.02%% 10 years December 2012; Lindabury Orchard \$360,000.00 4.02% 10 years March 2013; Baboosic Lake Septic Phase I (31.21%) and Tanker (68.79%) \$423,612.00 4.45% 10 years July 2016; Pine Top Open Space \$300,000.00 3.56% 10 years October 2017; FY 11 Road Bond – Spring Road \$500,000.00 3.02% 10 years August 2020; Baboosic Lake Septic Phase II \$178,500 4.20% 15 years September 2022; Baboosic Lake Septic Phase III \$170,699.91 3.17% 15 years August 2025 and FY 11 Road Bond \$3,500,000.00 3.67% 15 years August 2025.

Mr. MacGuire apologized for not having this information on the screen. He indicated that their Finance Director had done this for them. He wanted to make it clear that the Baboosic Lake Septic Bonds the taxpayers were not paying for them, but the users were.

#### **Approve Unanticipated Revenue**

Mr. MacGuire advised that the Board had seen funds coming in for Recreation Baseball Scholarships in varying amounts and were donations in memory of one Amherst citizen. Under DPW there were two tree donations, both in memory of people who have passed on – one was for \$350.00 and the second for \$300.00. Mr. Infanti told the Board that these were trees that the Town purchased and planted in the Cemetery to enhance its appearance. The Cemetery Trustees voted to do this. There were more trees available, approximately 9 or 10. If there were people interested, they can purchase the trees with a plaque.

***Mr. Bowler moved to accept and expend \$18.00 for baseball scholarships, second by Mr. Grella. Vote: Unanimous.***

Mr. O'Mara indicated the first tree was from Mr. & Mrs. Hufft in memory of Jared Hufft in the amount of \$350.00. **Mr. Bowler moved to accept the tree donation, second by Mr. Grella. Vote: Unanimous.**

Mr. O'Mara indicated the second tree was from the Land Trust in memory of Mr. & Mrs. Crouter in the amount of \$300.00. **Mr. Infanti moved to accept the tree donation, second by Mr. Bowler. Vote: Unanimous.**

### **Elderly Tax Exemptions**

Mr. O'Mara commented that at the Board's last meeting, they removed fifteen properties from the Elderly Exemption list. There were a wide range of circumstances for the determination of two criteria – assets and income not to exceed a certain amount. There were some concerns on the income side and in some cases only a difference of \$300.00 that went over the criteria and these folks now were going to get a \$3,000.00 tax bill. He would like to have a discussion about presenting a warrant article that may coincide with the economy, but did not have a timeframe in mind.

Mr. Bowler indicated he had a timeframe because they were in the middle of a revaluation. In the past they looked at the exemption amounts, it increased every five years and they should be looking at the potential asset and income levels. Two weeks ago, Gary mentioned that other towns review this information on a yearly basis. What is in place, he did not believe they could deviate from. It was a tough thing to do, but they should review this in the fall in order to put it on the ballot for the March vote. Mr. Grella agreed. Mr. Infanti remarked that they could see it coming sooner, if it was realistic. This shouldn't have happened, but it did. Once every five years was totally inappropriate in this economy.

Mr. Brew thought if they could have something by next March they should do it. He wondered if there could be any type of phase out and would be in favor of this. For example, if the income qualification for a single person was between \$40,000 and \$45,000 and someone made \$42,000, could they receive half the exemption. Mr. Bowler mentioned that this had to be a Town vote. Mr. MacGuire added that from a common sense point of view, this was his first thought with what Dwight said. In talking to the Assessor, he didn't believe it was feasible. Five years ago they went through the process and changed the exemptions. The Town, nor the people, could see this coming. He suggested the Board talk to the Tax Collector when she comes in at the beginning of the budget season. It wouldn't be a bad idea to have this done every year, it would give the Town four months to prepare and not have it on the ballot every year. Doing it every year may be an effort, but it will become a habit like filing with the IRS.

Mr. O'Mara mentioned that Gary had an opportunity to look at all fifteen denials they saw at their last meeting and there was quite a range. An asset adjustment of \$140,000 to \$200,000 will get less sympathy on the asset side, but the income side troubled all of them. He believed the Tax Office has an application process for what is called "hardship".

### **Elderly/Disabled Exemption**

After reading the recommendation from MRI, **Mr. Bowler moved to deny the exemption on M/L 5-16-40, second by Mr. Infanti. Vote: Unanimous.**

### **Yield Tax**

After reading the recommendation from MRI, **Mr. Bowler moved to approve the Yield Tax on M/L 2-34, 2-34-1 and 2-34-5 in the amount of \$265.78, second by Mr. Infanti. Vote: Unanimous.**

### **2010 Tax Lien Report**

Mr. O'Mara advised that the Tax Collector was reporting that 90 properties were lienied for 2010 in the amount of \$576,882.29 and was 1.5% of the total tax commitment with 98.5% of the folks paying their



taxes. Mr. MacGuire added that the number of properties were down, but for the first time there was a single commercial property with outstanding taxes making the tax dollars go up. **Mr. Bowler moved to sign the Notice of Tax Lien Execution for the Department of Revenue Administration, second by Mr. Infanti. Vote: Unanimous.**

#### **Baboosic Lake Community Septic Warrants – Phases I, II, III, IV**

**Mr. Infanti moved to approve Phase I Quarterly Maintenance Warrant in the amount of \$5,116.55, second by Mr. Brew. Vote: 4-0-1, Mr. Bowler abstained.**

**Mr. Infanti moved to approve Phase II Quarterly Maintenance Warrant in the amount of \$5,561.79, second by Mr. Bowler. Vote: Unanimous.**

**Mr. Infanti moved to approve Phase III Quarterly Maintenance Warrant in the amount of \$5,695.46, second by Mr. Bowler. Vote: Unanimous.**

**Mr. Infanti moved to approve Phase III Betterment Warrant (9<sup>th</sup> Installment) in the amount of \$268.78, second by \$268.78, second by Mr. Bowler. Vote: Unanimous.**

**Mr. Infanti moved to approve Phase IV Quarterly Maintenance Warrant in the amount of \$1,055.11, second by Mr. Bowler. Vote: Unanimous.**

**Mr. Infanti moved to approve Phase IV Betterment Warrant (3<sup>rd</sup> Installment) in the amount of \$34.24, second by Mr. Bowler. Discussion:** Mr. Bowler noted that this is authorizing the Tax Collector to bill the users. **Vote: Unanimous.**

#### **2008 Tax Deed Waivers**

Mr. O'Mara indicated that Gail has entered into some tax payment plans. The Selectmen have the authority to review the payment arrangements and bless them. Mr. MacGuire added they had the power to reject the arrangements, however, Gail has always done some good work in making these arrangements. What they were deciding was not to tax deed the properties. Mr. Infanti remarked that they have approved them based on her recommendation and she has been very observant and has always gotten back to them if there were any issues.

**Mr. Bowler moved to approve the agreement on M/L 2-166-5, second by Mr. Infanti. Vote: Unanimous.**

**Mr. Bowler moved to approve the agreement on M/L 2-166-15, second by Mr. Infanti. Vote: Unanimous.**

**Mr. Bowler moved to approve the agreement on M/L 2-166-45, second by Mr. Infanti. Vote: Unanimous.**

**Mr. Bowler moved to approve the agreement on M/L 2-166-49, second by Mr. Infanti. Vote: Unanimous.**

**Mr. Bowler moved to approve the agreement on M/L 3-36-7, second by Mr. Infanti. Vote: Unanimous.**

**Mr. Bowler moved that they not take any tax deeds on the recommendation of the Tax Collector and Town Counsel on M/L 1-20-000-3 & 5, second by Mr. Infanti. Discussion:** Mr. Brew asked if they will retain the right to go ahead at some time. Mr. Bowler replied "yes". Mr. O'Mara added that they were not talking about the tax issue for the 2008 tax lien, but the preceding ones. **Vote: Unanimous.**

Mr. O'Mara thanked Gail for her willingness to work for the citizens of this community and her work downstairs.

### Other Business

Mr. Infanti brought up the revaluation proposals. Mr. O'Mara advised that at the last meeting they were presented with three vendors interested in the revaluation process and none were awarded at the meeting. Mr. Infanti mentioned that the Town Administrator, himself and staff from downstairs, attended two meetings with the State Department of Revenue. Greg Heyn oversaw the Town's revaluation with Vision and projected a milestone between MRI and Vision. He read the timeline with the projected completion by August 15, 2011. In his opinion, it would be a large mistake if the Town changed their Assessors. He believed it would give them some serious problems with the State, insofar as the deadlines. This was his personal feeling and he didn't know if any Board member had other suggestions.

Mr. Bowler indicated he had talked to George a little bit after their last meeting, not realizing they were in the middle of the timeline. He would be happy to get this back on the table to reconsider MRI for a one year contract, at the existing price and make it clear that they would rebid next year and not get in the middle of potential issues with the State. ***Mr. Bowler moved to reconsider their action not to award the bid to MRI, second by Mr. Infanti. Vote: Unanimous.***

***Mr. Bowler moved that they make a one year extension to the present contract with MRI for Assessing, second by Mr. Infanti.*** Discussion: Mr. Infanti asked if their contract was the same or less. Mr. MacGuire explained that this goes back to his original recommendation. Their existing contract with MRI calls for \$89,339 basis – the original contract was \$86,400 and the one that got voted down two weeks ago was \$84,000. It would be \$5,000 higher than a one year contract. It was his understanding that MRI would be receptive to a one year contract. Mr. O'Mara indicated that what Gary was suggesting was that rather than extending the contract for one year at \$89,339, MRI would be willing to enter into a one year agreement at \$84,000 and save the Town \$5,000. The Town Administrator was encouraging them to defeat this motion and put a new one on the table. ***Vote: 0-5, motion failed.***

***Mr. Infanti moved to enter into a one year agreement with MRI, for the reasons he stated, in the amount of \$84,000 saving the Town approximately \$5,000, second by Mr. Bowler. Vote: Unanimous.***

Mr. Bowler mentioned that two meetings ago they were talking about asking if John St. Pierre would serve on the NRPC representing Amherst. Mr. MacGuire explained that John was a member of a committee that had a potential conflict with having two positions on NRPC, that he hadn't resolved yet. He suggested that rather than it being an actual conflict, they should find someone else in Town to serve. Mr. Bowler remarked that the Board never appointed him to anything. Mr. MacGuire explained that it was a role that Director Berry filled. The Board would be looking for a third representative to get the Town up to their proper number of Commissioners. Mr. Bowler mentioned that the Planning Board only has one alternate. Mr. O'Mara noted that interest continues to wane insofar as participation in Committees. Mr. Bowler thought this should be pursued further. In a question raised by Mr. O'Mara, Mr. MacGuire told him that he didn't think this was a legal issue.

Mr. Infanti reported that at the last Planning Board meeting, a fifteen minute deliberation turned out to be two hours deliberation on the tree cutting on Mack Hill. An excellent job was done and the cutting will not hold up the road project. Last week, at the Cemetery Trustees' meeting, it was mentioned that they were trying to get some cy pres funds that had been held in Concord for development of cemeteries and he will have a report for them in the future.

Non-Public Session

*Mr. Infanti moved to go into non-public session under RSA 91-A:3 II (a) at 9:16 p.m., second by Mr. Grella. Roll call vote: Mr. Brew – yes; Mr. Grella – yes; Mr. Bowler – yes; Mr. Infanti – yes; and Mr. O’Mara – yes.*

*A motion was made by Mr. Bowler, second by Mr. Grella to re-enter public session at 10:06 p.m. Roll call vote: Mr. Brew – yes; Mr. Grella – yes; Mr. Bowler – yes; Mr. Infanti – yes; and Mr. O’Mara – yes.*

In public session, *Mr. Infanti voted to accept Town Administrator Gary MacGuire’s letter of resignation as of July 8, 2011, second by Mr. Grella.* Each Board member expressed their regret and wished him well. *Vote: 5-0.*

*Mr. Infanti moved to adjourn the meeting at 10:10 p.m., second by Mr. Grella. Vote: Unanimous.*

Respectfully submitted,

Sharon L. Frydlo  
Executive Assistant